

CIA OPERATIONS CENTER ASSISTANCE TO
SATURDAY DCI DUTY OFFICERS

1. The Senior Duty Officer (SDO) of the Operations Center is available to brief the DCI/DO upon his arrival.
2. The SDO can provide the DCI/DO with the following help and information:
 - a. If the area is still locked, the Operations Center can provide the key.
 - b. The SDO can provide continuous updating on the current world situation.
 - c. The SDO can provide copies of the night's publications and can comment on changes or problems in producing the publications.
 - d. The SDO can inform the DCI/DO of any developments substantive or non-substantive he is expecting over the weekend and brief him on any special instructions or materials the Operations Center is holding.
 - e. The SDO can brief him on the whereabouts of key Agency personnel over the weekend.
 - f. The SDO can assist the DCI/DO with home and office telephone numbers of Agency employees (as can the Security Duty Office).

3. The SDO should assure the DCI Duty Officer that he will be treated exactly as the DCI with regards to alerting over the weekend.

4. At the conclusion of the DCI Duty Officer's tour in the DCI's office on Saturday morning, he should check out with the SDO and inform the Operations Center how he can be contacted for the remainder of the weekend.